TOWN OF CHILHOWIE

Mayor: Gary L. Heninger

Council: Billy L. Clear
Shannon Donnelly
J. Brent Foster
Bob Jeter
Julie Sturgill
P.J. Wolfe

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Town Manager: John E. B. Clark, Jr.
Clerk/Treasurer: Felicia Eller
Police Chief: Andrew K. Moss
Director Public Works: Daniel W. Combs
Fire/EMS Chief: C. David Haynes
Building Official: C. David Haynes
Wastewater Operations: Luke A. Lowe
Water Operations: Don Cole, II
Legal: Cassell & Crewe, P.C.

Virginia: **At the regular meeting of the Council of the Town of Chilhowie held at the Municipal Building, April 11, 2024, at 7:00 p.m.**

Present: **Honorable Gary L. Heninger, Mayor presiding; Councilors Bill Clear, Shannon Donnelly, Brent Foster, Bob Jeter, and P.J. Wolfe.**

Absent: **Councilor Julie Sturgill**

Also Present: **Mr. John E.B. Clark, Jr., Town Manager; Mrs. Felicia Eller, CMC, Clerk-Treasurer; Andrew Moss, Police Chief; David Haynes, Fire/EMS Chief; Luke Lowe, Chief Wastewater Operator; Don Cole, Water Operations Director; Stephen Fields, Recreation/Special Events Coordinator, and Chris Johnson, Foreman Building, Grounds, and Streets.**

Mayor Heninger called the meeting to order Reverend Bob Bierman, Trinity Chapel, gave the Invocation. The Pledge of Allegiance was recited.

Approval of Minutes:

Motion by Brent Foster, second by Bob Jeter Council approves the regular March 8, 2024 and Continued March 28, 2024 minutes. The motion was approved with following recorded vote:

Bill Clear	Aye	Shannon Donnelly	Aye
Brent Foster	Aye	Bob Jeter	Aye
Julie Sturgill	Absent	P.J. Wolfe	Aye

Citizens Time:

Mrs. Rose Likins, Smyth County Library, appeared before Council to report the Smyth County Library Board will be meeting in Chilhowie, Thursday, April 18, 2024 at 5:30 p.m. The Library of Virginia's L.V.A. on the go van will be local on April 20, 2024 from 10 a.m. to 2 p.m. The

Library of Virginia will provide lessons on Smyth County History and assist the public with genealogy. The Virginia Chronical Project will be on display, and is 4,000,000 pages of Virginia newspapers that have been digitized. The Smyth County Library posted their digital history collection on their website. On March 3, 2024, Ms. Likins, presented at Chilhowie High School to 9th Grade English classes. The presentation is to help students understand what they are researching and how to evaluate the sources and know whether the source. Also, there is a craft and hobbies data base posted on the Library website. The Eclipse program was held on March 28, 2024 a with NASA Solar System Ambassador. Over 60 participants, participated and over 500 pairs of eclipse glasses were given out. Chair Yoga is being offered every Monday morning at 10 a.m. starting April 15, 2024. The Seed Library continues to thrive, with over 1,000 packs of seeds given to citizens.

Special Presentation:

Mrs. Rebecca Wilkinson-Smith, Co-President of Chilhowie Community Apple Festival, appeared before Council to review the 2024 Chilhowie Community Apple Festival Master Plan. Mrs. Wilkinson-Smith stated there are several changes made to the Master Plan this year. The concert will be held Saturday, September 28, 2024 at the Will Walker Farmer's Market and Community Pavilion from 6 p.m. to 8 p.m. Mrs. Wilkinson-Smith requested permission from Council to add bull riding as entertainment Saturday, September 28, 2024 at 1 p.m. and 8 p.m. Mrs. Wilkinson-Smith stated there would not be any exposure to the public, as the bull riding will take place near the ball fields and would require a ticket to enter the gates. Mr. Foster inquired about a contingency plan if something were to happen on the interstate and traffic had to be rerouted through Town during the parade. Mr. Andrew Moss, Police Chief, stated the Police Department would end the parade and move traffic through Town.

Motion by Brent Foster, second by P.J. Wolfe Council approves the 2024 Chilhowie Community Apple Festival Master Plan with a contingency plan to be added for the Parade. The motion was approved with following recorded vote:

Bill Clear	Aye	Shannon Donnelly	Aye
Brent Foster	Aye	Bob Jeter	Aye
Julie Sturgill	Absent	P.J. Wolfe	Aye

Old Business:

- Update on Lead Service Line Inventory – Mr. Don Cole, Water Operations Director, reported Hurt and Proffitt is going door to door conducting the Lead Service Line Inventory Surveys. The door-to-door inventory has not been going as planned. Hurt and Proffitt and the Town decided to make a pot hole at the meter box and take pictures of both lines.
  The Self Certification Surveys went very well. The Town received over 500 completed Self Certification Surveys. Those who completed the Self Certification Survey received $25 bill credit to their utility bill.

- Update on Sewer Infiltration and Inflow Project and Debt Limit – Council approved the lowest bidder, Portland Utilities, on March 14, 2024. A preconstruction conference is scheduled for Wednesday, May 2, 2024 at 10:30 a.m.

  The assessed value of all real estate with the Town is $104,565,644, the debt limit is 10% of taxable real estate property. With the reassessment of t he real estate property, there will be a 40% increase in taxable real estate property, therefore increasing the debt limit.

- Report on Hotel Study – During the March 28, 2024 Council meeting a request was made to provide an alternate property for the hotel feasibility study. Mrs. Kenda Hayden, Smyth County Director of Community and Economic Development, reviewed a potential site along Highway 107 and the adjacent vacant properties throughout the corridor. Mrs. Hayden determined the site is not ready with appropriate speed to market. The decision has been made to move forward with the previously identified site. The market findings from the Hotel Study will be provided to the Town once completed.

- Report on January Ultraviolet Outage at Sewer Treatment Plant, Department of Environmental Letter and Town Response – January 25, 2024 the control panel for the ultraviolet system went down at the Sewer Treatment Plant. The issue was immediately reported to the Department of Environmental Quality. Kingdom Technology was able to provide a temporary fix. The temporary fix does not allow any type of reading on the control panel. The necessary parts were expedited from Trojan Technologies. The Town received a warning letter from the Department of Environmental Quality. Mr. Clark alerted the Department of Environmental Quality that the parts were ordered from Trojan Technologies and a technician will install it by May 8, 2024.

- Review of Chlorine Contact Tank Project and Submission of Final Requsition on Request #6 – The Town received the sixth and final Disbursement Request for the Chlorine Contact Tank Project in the amount of $107,836.45. The Town's portion is $19,668.35, Rural Development $64,129.00, and Washington County Service Authority $24,039.10. The second Chlorine Contact Tank went into service the second week of March 2024.

Motion by Brent Foster, second by P.J. Wolfe Council approves the sixth and final pay request in the amount of $107,836.45. The motion was approved with following recorded vote:

Bill Clear	Aye	Shannon Donnelly	Aye
Brent Foster	Aye	Bob Jeter	Aye
Julie Sturgill	Absent	P.J. Wolfe	Aye

- Report on Burned Out Structure Letter – The Fire and Police Committee will meet with Mr. Paul Cassell, Town Attorney, and draft a letter to send to the burned-out structure property owners.

- Report on First Quarter Planning Commission Meeting Activities and Comprehensive Plan Rewrite – The Planning Commission held a quarterly meeting on Tuesday, April 9, 2024. Several communications were discussed with no issues found. Mr. Jordan Powers, Mount Rogers Planning District Commission, reviewed Chapter 4, Housing, for the rewrite of the Comprehensive Plan.

New Business:

- Presentation of 2023 Fire/Emergency Medical Services Report – Mr. David Haynes, Fire and EMS Chief, presented the Fire/Emergency Medical Services Report prepared by Ms. Jenna Ruffin. Mr. Haynes introduced the new members of the Fire and EMS Department. The report included General Statistics, types of calls, time of calls, and what days receive the most calls. The report provides information on the Public Education held for the Community in 2023. The Chilhowie Fire/EMS Department received 72.68 points out of 100 to qualify for an ISO Class 3. The new fire trucks that the Fire/EMS Department received in 2023 are presented in the report.

Motion by Brent Foster, second by Bill Clear Council accepts the 2023 Fire and Emergency Medical Service Report. The motion was approved with following recorded vote:

Bill Clear	Aye	Shannon Donnelly	Aye
Brent Foster	Aye	Bob Jeter	Aye
Julie Sturgill	Absent	P.J. Wolfe	Aye

- Notice of Household Hazardous Waste Collection Day April 27th – The Household Hazardous Waste Collection Day is scheduled for Saturday, April 27, 2024 from 8 a.m. to 1 p.m. at the Smyth County Career and Technology Center. Each locality contributes to the event. It is an excellent service to the community and the Town is promoting it as much as possible.

- Report on 2024-2025 Budget Preparation and Selection of Date for Continued Budget Meeting – Mr. Clark and Mrs. Eller have been working on the Budget since mid-February and have made great strides during the preparation. Council has set the Budget Workshop for Wednesday, April 24, 2024 at 6 p.m.

- Report on Submission of Funding Request to Congressional Directed Spending Program – A notice was received from Senator Mark Warner's Regional Director, Shane Clem, regarding funding available to local Localities. Mr. Clark submitted the Congressional Directed Spending Request form for funds in the amount of $90,800 to assist with the completion of the Splash Pad. The Splash Pad will enhance programs for the Chilhowie

Library, Chilhowie Garden Club, and the Virginia Extension Office, as well as the Community.

- Report on Meeting with Virginia Department of Transportation on Possible New Access Road to Fire/EMS Training Building - Mr. David Haynes, Fire and EMS Chief, met with Mr. John Clark, Town Manager, Mr. David Richards, Richards Commercial Properties of Virginia, LLC, and Mr. Shawn Utt, Smyth County Administrator, to discuss creating a new road access to the Fire Training Center. Mr. Richard is willing to grant access through the field behind the H.L. Bonham Tourism Center, the Town would build the drive way. Mr. Haynes discussed the Virginia Department of Transportation granting access to allow the Town to get to the Fire Training Building. The Virginia Department of Transportation agreed to grant an easement to cross their driveway to access the Town's property, causing the roadway to increase from 350 feet to 650 feet. Chief Haynes recommends to pave the parking lot at the Fire Training Center and install security measures at the Public Works and Sewer Treatment facilities.

- Discussion of Special Water Rate South of Town – During the 1930-1940s the Town made an agreement with a few citizens to install a water line across their property and the citizen would receive free water or water at a discounted rate. Mr. Clark is proposing to identify the locations that have an established easement and ask for their citizen to provide proof of cause of why they are receiving the discounted water rate.

Motion by Brent Foster, second by P.J. Wolfe Council continues this matter until May 9, 2024 meeting. The motion was approved with following recorded vote:

Bill Clear	Aye	Shannon Donnelly	Aye
Brent Foster	Aye	Bob Jeter	Aye
Julie Sturgill	Absent	P.J. Wolfe	Aye

Department Reports:

Mrs. Felicia Eller, Clerk/Treasurer, discussed the account balances with Council. Mrs. Eller stated there is an increase in the Cap Fee Account and the Fire Hydrant Fund Account due to moving the funds collected from Utility Bills to the prospective accounts. The Local Government Investment Pool Accounts were also reviewed. The Town is currently collecting proposals and information from I.T. providers.

Mr. Andrew Moss, Police Chief, reported Ethan Deel has been selected as Officer of the Year. Mr. Deel has completed the Critical Incident Distressed classes, and is a Certified Critical Incident Manager. Mr. Deel has a passion for helping others. The V.F.W. is holding a ceremony for Mr. Deel, Thursday, May 2, 2024 at 5:30 p.m. National Day of Prayer is Thursday, May 2, 2024 and there will be two programs, one at 12:00 p.m. and another at 6 p.m. around the flag pole at Town Hall. National Drug take back day is being held at Food City on Saturday, April 27, 2024.

Mr. Chris Johnson Foreman of Building, Grounds, and Streets, reported all the plumbing is installed for the Splash Pad. The Dog Park is nearing completion, the landscaping has been completed and the Town is waiting for a quote to pave the parking lot.

Mr. Stephen Fields, Recreation/Special Events Coordinator, reported there are some exciting things going on. Mr. Ethan Martin has reached out and expressed interest in starting a wrestling club in Chilhowie. Mr. Fields is also putting together a recreation cheer competition for the recreation cheerleaders this fall.

Closed Session:

- Report on Administrative Personnel Transitions Justification Section 2.2-3711 (A)(1) of the Code of Virginia, as Amended -

Motion by Brent Foster, second by Shannon Donnelly and unanimously passed Council hereby enters into Closed Session under Section 2.2-3711(A)(1) of the Code of Virginia as amended, to discuss Administrative Personnel. The motion was approved with following recorded vote:

Bill Clear	Aye	Shannon Donnelly	Aye
Brent Foster	Aye	Bob Jeter	Aye
Julie Sturgill	Absent	P.J. Wolfe	Aye

Motion by Brent Foster, second by Bob Jeter and unanimously passed Council hereby enters into Open Session. The motion was approved with following recorded vote:

Bill Clear	Aye	Shannon Donnelly	Aye
Brent Foster	Aye	Bob Jeter	Aye
Julie Sturgill	Absent	P.J. Wolfe	Aye

Certification of Closed Session

The Town of Chilhowie has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and Section 2.2-3711(A)(1) of the Code of Virginia requires a certificate by the Council that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Council of the Town of Chilhowie hereby certified that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certificate applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Town Council.

Approved with the following roll call vote:

Bill Clear	Aye	Shannon Donnelly	Aye
Brent Foster	Aye	Bob Jeter	Aye
Julie Sturgill	Absent	P.J. Wolfe	Aye

Motion by P.J. Wolfe, second by Bill Clear Council continues this meeting until April 24, 2024 at 6 p.m. The motion was approved with following recorded vote:

Bill Clear	Aye	Shannon Donnelly	Aye
Brent Foster	Aye	Bob Jeter	Aye
Julie Sturgill	Absent	P.J. Wolfe	Aye

_____Mayor
Gary L. Heninger

_____Clerk
Felicia Eller, CMC